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State of Illinois

Rod R. Blagojevich, Governor



Department of Employment Security

James P. Sledge, Director

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Guide To Career Choices

Government & Public Administration

A brief look at:

- jobs
- education and training requirements
- wages
- outlook

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guide no. 7

ENTRY : the mean (average) of the bottom third of wages in an occupation
MEDIAN : half of the workers in the occupation earn more than this wage; half earn less
EXPERIENCED : the mean of the top two-thirds of wages in an occupation

HS : High School diploma or equivalent
AD : Associate Degree of Arts/Science community college, 2 years
BA/BS : Bachelor of Arts/Science degree colleges/universities, 4 years

Career Opportunities	OUTLOOK		ANNUAL WAGES			Education & Training
	2014 Employment	Annual Openings	Entry	Median	Experienced	
General Office Clerks	120,136	2,952	\$16,897	\$23,808	\$29,804	HS; experience with word processing and other software programs is increasingly important.
General Maintenance & Repair Workers	57,919	1,427	\$23,291	\$36,858	\$45,585	HS; skills are learned on the job or in trade or vocational schools.
Police & Sheriff's Patrol Officers	31,290	920	\$39,560	\$61,119	\$66,542	Must have HS diploma; many colleges have law enforcement or criminal justice programs.
Chief Executives	28,777	766	\$74,137	N/A	\$180,242	Education requirements vary widely based on the position. Many top executives have a bachelor's or higher degree.
Correctional Officers and Jailers	14,586	318	\$37,653	\$43,125	\$46,666	High school diploma or GED. May require corrections training at regional academies.
Social and Community Service Managers	6,471	203	\$28,614	\$44,257	\$57,568	Bachelor's degree or higher. Fields of study may include counseling, social work, education, and management.
Compliance Officers	5,805	167	\$39,068	\$59,044	\$72,552	Most need at least a bachelor's degree although a high school diploma and related work experience are adequate for some jobs.
Legislators	4,448	62	\$14,164	\$14,460	\$36,149	No established training or qualifications. Many have previous political experience.
Court, Municipal, and License Clerks	2,865	83	\$22,428	\$30,788	\$38,511	HS; general clerical experience and experience preparing legal forms and documents.
Urban and Regional Planners	734	27	\$40,822	\$58,758	\$69,976	Most have a master's degree. Others have a bachelor's degree and many years of work in the field.
Emergency Management Specialists	674	21	\$14,198	\$33,371	\$48,106	Work experience in a related occupation.

Occupational growth rates and job opening data are based on All-Industry projections through the year 2014.

Wage data cover full-time, part-time and seasonal employees but exclude temporary and contractual workers. Wages include commissions and cost-of-living allowances, but exclude overtime and tips.

Job Descriptions

Chief Executives

Determine and formulate policies and provide the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body.

Legislators

Develop laws and statutes at the Federal, State, or local level.

Social and Community Service Managers

Plan, organize, or coordinate the activities of a social service program or community outreach organization.

Compliance Officers

Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance, licenses, permits, and enforcement inspections.

Emergency Management Specialists

Coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures.

Urban and Regional Planners

Develop comprehensive plans and programs for use of land and physical facilities of local jurisdictions, such as towns, cities, counties, and metropolitan areas.

Correctional Officers and Jailers

Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures.

Police & Sheriff's Patrol Officers

Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district.

Court, Municipal, and License Clerks

Perform clerical duties in courts of law, municipalities, and governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council.

General Office Clerks

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures.

General Maintenance & Repair Workers

Perform work involving the skills of two or more maintenance or craft occupations to keep machines or the structure of an establishment in repair.

What is the job outlook?

Budget constraints at all levels of government - Federal, State and local - will cause employment in government and public administration to increase at a slower rate than average through 2014. Most of the employment opportunities will be the replacement of personnel as opposed to job openings due to growth. Job growth will result primarily from growth in the population and its demand for public services. Even though the public is demanding quicker resolutions to legal disputes, only minimal employment growth is expected in the court system. However, with the national emphasis on homeland security, faster than average employment growth is anticipated for law enforcement workers such as guards, policemen and detectives. Also, demand will continue to grow for specialized workers in areas related to emergency preparedness, public health and information analysis.

Where can I find more information?

The Illinois Department of Employment Security offers a wealth of information concerning the Illinois labor market. Visit **www.ILWorkInfo.com** to find out more about:

Career Planning: **Illinois Career Resource Network**
1-877-513-1987
des.icrn@illinois.gov

Labor Market Information: **LMI Source**
1-866-ONE-SRCE (1-866-663-7723)
des.lmi@illinois.gov

Workforce Information: **Workforce Info Center**
des.workinfo@illinois.gov

For assistance with employment and training issues, contact your local Illinois Employment and Training Center. Call 1-888-367-4382 to find the location nearest you.



www.ides.state.il.us

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Career Guide Sources:

Illinois Department of Employment Security's "Occupational Projections" and "Occupational Employment Statistics Wage Data" and the U.S. Bureau of Labor Statistics' "Occupational Outlook Handbook."

